

GUIDANCE

for Waste Tire Transporters and Transfer Facilities

Introduction

This *Guidance* document has been prepared by the Louisiana Department of Environmental Quality (LDEQ) to assist the applicant in completing the Waste Tire Transporter and Transfer Facility Application Form. It should be consulted and utilized prior to providing responses to the information required to be contained in the application.

The Waste Tire Transporter and Transfer Facility Application Form provides information to the LDEQ Waste Permits Division to be used along with other information to track the notification and activities of a facility or business involved in the transportation of waste tires from the generator to a permitted or authorized location. Additionally, the information provided in the application is used by the DEQ to assess potential pollution and the measures that will be used to control the pollution. The measures used for pollution control must meet all applicable laws and regulations.

Authority to request this information is contained in the Louisiana Administrative Code, Title 33. Copies of this regulation are available from the LDEQ Regulation Development and Remediation Section of the Legal Division or on the LDEQ website at: <http://www.deq.louisiana.gov/portal/Default.aspx?tabid=1674>.

Scope

The Waste Tire Transporter and Transfer Facility Application Form is intended to apply to a single geographical location of the transporter with its corresponding fleet of vehicles. The form also applies to transfer facility locations dispersed throughout the state. A separate application must be submitted for each transfer facility location owned and/or operation by a transporter, processor, or other entity.

General

Do not write information in the top or left side margin of the application form as file folder bindings may cover the information.

Do not alter the permit application form in any way, except as directed by this *Guidance* and instructions included in the Waste Tire Transporter and Transfer Facility Notification Form.

When to Submit an Application

Applications for Waste Tire Transporter and Transfer Facility Application Form is submitted primarily for one of the following reasons: (1) to register as a new transporter and/or transfer facility; or (2) to update the notification information submitted in the initial notification form; (3) to renew transporter authorization certification; or (4) to notify the department of business closing or cessation of waste tire activities.

To avoid unnecessary delays, notification forms should be submitted as far in advance as possible before startup of waste tire activities. Waste tire authorization certificates expire July 31 of each year. Therefore, owner and operators of waste tire transport vehicle shall ensure that the application will be submitted timely to allow for processing.

What Documents Should be Submitted

Submit the original application addressed to the attention of the current Assistant Secretary of the Office of Environmental Services or the current Administrator of the Waste Permits Division at the following address:

Louisiana Department of Environmental Quality
Office of Environmental Services
Waste Permits Division
Post Office Box 4313
Baton Rouge, LA 70821-4313

Transporters, attach the following:

- Attach a proof of payment for the waste tire transporter authorization application fee (\$100) and maintenance and monitoring fee (\$25) for each vehicle listed on the transporter application form. Do **NOT** attach copies of this check to any documents submitted to LDEQ. See Section 4 for more details.
 - Transfer Facility registration does not require a fee.

- Proof of Commercial Liability Insurance for each vehicle. Insurance must be valid within registration period. Make, Model, and VIN for each vehicle must be on the Fleet Policy or Certificate of Insurance.\
- Surety Bond in a minimum amount of \$10,000 containing the language provided in LAC 33:VII.11102. Appendix B. See attachment to notification form. If the department currently has surety bond on file for your facility this is not needed.
- Copy of Vehicle Registration or Lease Agreement for each vehicle. Registration must be valid within transporter registration period. Lease agreements must include Make, Model, VIN, and License Plate Number for each Vehicle.

Keep a photocopy of the application and attachments for your records.

Acceptable Answers

If certain questions or fields in the application are not applicable, indicate "none" or "not applicable" (N/A). Terms such as "not significant," "nil," "trace," etc. are not appropriate.

The owner/operator must submit a completed application containing all relevant required information at the time the application is submitted. Submission of insufficient or undefined responses and/or information will result in the inability of the LDEQ to issue a transporter authorization certificates based on an incomplete notification form.

If there are any questions about the required information to be submitted in the permit application, contact the Waste Permits Division at (225) 219-3181.

Common Definitions

Terms used in the application and/or in this *Guidance* document shall have the same meanings as defined in the solid waste regulations in LAC 33:VII.10505. Relevant terms from LAC 33:VII.115 are included below. Additional terms shall have the following meanings:

Agency Interest (AI) Number – A unique identifier assigned to each facility by LDEQ. Existing facilities in the state have AI numbers assigned to them. New facilities will be assigned an AI Number after LDEQ receives the application.

Modification – Any change in the site, amount or type of material to be transported, or project changes substantially from the original application.

Site – The physical location, including land area and appurtenances, of an existing or proposed storage, processing, or disposal facility. A *site* may consist of a number of facilities, each subject to a permit to process or dispose of solid waste.

Surety Bond – a contractual agreement between a project owner or business guaranteeing the project will be completed or business regulations will be followed.

TEMPO – An acronym standing for Tools for Environmental Management and Protection Organizations. This is the main computer database program used by LDEQ to store data and generate permits on all facilities and units.

Waste Tire Transfer Facility – an authorized site in which whole waste tires are transferred directly from collection vehicles to other vehicles for transportation without processing.

Transporter – a person who transports waste tires.

Guidance for Completing the Permit Application

The following instructions should be used in completing the application form. The numbers, letters, and headings provided in this *Guidance* correspond to the numbers, letters, and headings contained in the application form.

1. DEQ Facility Information

A. *Agency Interest (AI) number* – Enter the AI Number of the transporter/transfer facility, if known. Otherwise, enter “unknown” into this field. If this facility has an AI number and it is not provided, it may delay the processing of the modification.

B. *DEQ Facility ID* – Enter the Waste Tire Facility ID number of the processor, if known. Otherwise enter “unknown” into this field. If this facility has a Waste Tire Facility ID number and it is not provided, it may delay the processing of the notification.

C. *Authorization Certificate Number* – Enter the transporter authorization certificate number, if known. Otherwise, enter “unknown” into this field. If this facility has an authorization certificate number and it is not provided, it may delay the processing of the notification.

2. Reason for Submittal

Check the box which best describes the reason the Waste Tire Transporter and Transfer Facility Application Form is being submitted to the department.

- New Application - initial notification to the department of waste tire transporter and/or transfer facilities activities.
- Modification Application – submitted to provide subsequent notification when information in the initial notification changes.
- Renewal Application (transporters only) – submitted when the transporter is renewing their waste tire transporter authorization certificate.
- Business Closure/Cessation of Waste Tire Activities – submitted to inform the department of the closure of a business or business has ceased any and all waste tire activities.

3. Activity Information

A. *Type of Facility* - Check the box which best describes the type of business that will occur at the site.

B. *Activity Location* – Check the box which best describes the facility’s transportation activities.

4. Applicant Information

A. *Transporter/Transfer Facility name* – Enter the name of the owner/operator of the waste tire transporter company or process supplying waste tire material and/or waste tires to the project.

B. *Contact Name* – Enter the name of the individual, who is knowledgeable with the operations of the facility.

C. *Contact Telephone Number* – Enter the telephone number of the contact.

D. *Physical Location/Street Address* – Enter the physical location of the site which may include a street address, GPS coordinates, distance from nearest intersection, etc. Ensure that the address is accurate and up-to-date. Provide driving directions if no physical address exists. These directions should originate from the nearest intersection of highways.

E. *City* – Enter the name of the nearest town in the same parish as the facility where the business will be operating.

F. *State* – Enter the zip code of the physical location.

G. *Parish* – Enter the name of the parish in which the business site is located.

H. *Mailing Address* – Enter the mailing address or a P.O. Box number of the applicant if different from the physical address.

I. *Mailing City* – Enter the city associated with the mailing address if different from the physical address

J. *Mailing State* – Enter the state associated with the mailing address if not located in Louisiana.

K. *Mailing Zip Code* – Enter the zip code associated with the mailing address if different from the physical address zip code.

L. *Business Telephone* – Enter the main telephone number of the business if it is different than the contact telephone number.

M. *Email Address* – Enter the email address of the contact or business, if applicable.

5. Payment Information

A. *Payment Method* - Check the box indicating the method of payment and provide the check, money order, or receipt number in the blank provided. Attach the check or money order to the original application. Checks or money orders should be made payable to “Louisiana Department of Environmental Quality,” and attached to the completed application. Do **NOT** attach copies of this check to any documents submitted to LDEQ. Do **NOT** send cash. Check the box for the appropriate fee.

- B. *Transaction Information* – Enter the check number, money order number, and/or transaction number if paying online.
- C. *Amount Paid* – Enter the amount paid. Transfer Facility registration does not require a fee

For questions regarding fees, call the LDEQ Customer Service Center at 225-219-LDEQ (5337) or Toll Free at 1-866-896-LDEQ (5337).

6. Vehicle Information

- A. *Make* – Enter the name of the vehicle's manufacturer for each vehicle that will be used to transport processed material from the processing location to a destination facility.
- B. *Model* – Enter the style/name for each vehicle that will be used to transport processed material from the processing location to a destination facility.
- C. *Year* – Enter the year for each vehicle that will be used to transport processed material from the processing location to a destination facility.
- D. *License Plate Number* - Enter the license plate number for each vehicle that will be used to transport processed material from the processing location to a destination facility.
- E. *Registered Owner* - Enter the registered owner for each vehicle that will be used to transport processed material from the processing location to a destination facility.
- F. *Delete/Add* – Check the appropriate box which depicts the addition or deletion of a vehicle.

7. Certification and Signatures

Certification of transporter/transfer facility – The owner/operator of the transporter and/or transfer facility shall sign and date signifying his/her agreement with the certification statement. This signature is required for all applications. If this signature is not provided, the notification will not be considered complete.